

Sample Interview Questions

- Why are you interested in this position?
- Why did you choose this field of work?
- What do you know about this job and the organization?
- What have you done to prepare for this interview?
- What are your short-term and long-range goals?
- What are your top three or four strengths? How about weaknesses?
- Describe the last mistake you made on the job.
- How do you think a friend or colleague who knows you well would describe you?
- What has been your greatest accomplishment so far?
- What accomplishments have given you the greatest satisfaction?
- Describe your last job.
- What aspects of your previous jobs have you liked? Disliked?
- Why did you leave your last job?
- With what other organizations are you interviewing?
- What type of work do you like best?
- Do you prefer to work independently or in a group?
- How would you describe the best manager you ever had? The worst?
- How have your past managers obtained the best performance from you?
- What supervisory or leadership roles have you had?
- In what ways do you think your role can make a contribution to our organization?
- Why should I hire you?
- If you lack some of the necessary experience, how will you address that problem on the job?
- What level and types of people have you managed?
- How has the role of management in an organization changed over the past 10–15 years?
- What experience have you had in reporting to, or otherwise dealing with, a board of directors or other multi-member governing body?
- Tell me about a recent crisis you have handled or helped to handle.
- How do you monitor employee performance? What is your approach to employee performance evaluations?
- Have you ever dealt with an employee morale problem? How did you address it?
- What is the worst hiring decision you ever made? What would you have done differently?
- Tell me about a time when you had to discipline or terminate an employee.
- How do you go about setting objectives for your organization?
- What experience do you have with reinvention, downsizing, “right sizing”?
- What training or experience have you had in negotiations or mediation?
- How do you explain your desire to change careers?
- What were the principal points of dissatisfaction with your prior career?
- What have you done to prepare yourself for career transition?
- What have you read recently? Are you a member of one of the professional associations that covers our field?
- You have little substantive experience relative to our work; how do you know that this is the right field for you?
- What aspects of your prior experience do you feel are particularly transferable to our organization?
- Your résumé reflects fairly short-term jobs. Can you explain?